

3 October 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-12-10

SUBJECT: Allowable Items of Expense for Invitee Travelers

1. It is the policy of the Office of Personnel to reimburse invitee travelers for legitimate expenses incurred in connection with their visits to headquarters.

2. The following guidelines for allowable expenses will cover most situations:

ALLOWABLE EXPENSES


a. Economy jet air, common carrier, or \$.12 per mile POV not to exceed economy jet air fare. First class air fare will be paid only if the traveler asserts that no other accommodations were available.

b. Maximum allowable per diem for each day or portion thereof that traveler is in travel status. This must cover food, lodging, baggage transfer and tips (except taxi).

c. Limousine or taxi to and from airports not to exceed \$6 per trip except for trips from Dulles Airport to Headquarters Building which will be reimbursed at cost. A 15% tip on taxi fares is authorized.

d. Taxi fares (plus 15% tip) from hotels and motels in the Metropolitan Washington and Arlington areas to Rosslyn Agency buildings and return. The shuttle bus should normally be used for trips between Rosslyn and headquarters.

3. The Chief, Staff Personnel Division, or his designee, is authorized to approve or disapprove payment of claims for types of expenditures which are not covered above.

  
for Director of Personnel

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